

Application Instructions

Carefully read the application instructions and guidance, and review the application forms in their entirety before beginning to prepare an application. These documents identify who is eligible to apply under this competition, what applicants must include in their proposal, what must be contained in an application, and what criteria will be used to evaluate applications.

A completed application must contain the following sections, in the order provided below.

1. **Cover Page.**
2. **Program Abstract.** Located on pages 1-4 in SFN 53515.
3. **Table of Contents.** Include a one-page table of contents.
4. **Program Narrative.** Applicants must limit the application narrative to no more than 20 double-spaced, single pages. This is the area of the application where applicants must outline how they meet all of the requirements set forth in the 21st CCLC competitive grant application which include:
 - Need for Project
 - Quality of Project Design
 - Adequacy of Resources
 - Quality of Management Plan
 - Quality of Project Evaluation
 - Quality of Partnerships

In the experience of the federally administered program, reviewers have found that applicants can successfully describe their programs within this 20-page limit. To determine the number of pages or the equivalent, you must use the following standards:

- A "page" is 8.5" x 11" (**on one side only**) with one-inch margins (top, bottom, and sides).
- Double-space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is 12-point or larger and no smaller than 10-point (characters per inch).
- The page limit applies only to the program narrative.

The application will be rejected if:

- Page limits exceed the previously outlined standards.
5. **Budget and Budget Narrative.** Located on page 5 in SFN 53515. Applicant must provide a complete budget summary **for year one of the project**. Please provide a supplemental **detailed** budget narrative that explains:
 - The basis for estimating the costs of salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs;
 - Any projected expenditures;
 - How the major cost items relate to the proposed activities;
 - The cost of evaluation; and
 - A detailed description, as applicable, explaining in-kind support or funding provided by partners in the project. Additional instructions are provided in SFN 53515.
 6. **Assurances.** Carefully read, sign, and date the assurances located on pages 6-7 in SFN 53515.
 7. **Consortium Documents.** If applicable.

8. Attachments. Each application may be accompanied by an attachment, limited to the following:

- **Attachment A** – 21st CCLC Grant Competition Scoring Rubric – The rating sheet provides a means for reviewers to objectively review 21st CCLC applications. The rating sheet may also be helpful to applicants to ensure that all components of the application are included when submitted for review.
- **Attachment B** – Sample Partnership Agreement for every member of the application – Applicants must develop their own agreements. Failure to submit customized Partnership Agreement(s) will be an indicator that the required collaboration did not occur. The sample is to assist you in the development of your agreements.
- **Attachment C** – Application for 21st CCLC Grants (SFN 53515) – This form includes Applicant Information, Program Abstract, Schools Served, Budget, and Certification and Assurances.

Reviewers will have a limited time to review applications, and their consideration of the application against the selection criteria will focus on the sections of the application and the attachment listed above. Supplementary materials such as videotapes, CD-ROMs, files on disks, publications, press clippings, testimonial letters, etc., will not be reviewed. They will be discarded and will not be returned to the applicant.

Note for Reviewers:

Applications can include additional attachments as part of their program narrative due to the amount of information required. The narrative should summarize and explain the attachments.

It is not the peer reviewer's responsibility to decipher attachments.